



## **TENTATIVE MAPS FOR MAJOR SUBDIVISIONS *APPLICANT'S GUIDE***

Requirements for processing Tentative Maps for Major Subdivisions are based on the County Code of Regulatory Ordinances (Title 8, Division 1, known as the Subdivision Ordinance), Planning Commission Policy S-1, and procedures of the County Departments of Planning and Land Use, Public Works and Environmental Health.

Application requirements for processing a proposed Tentative Map are listed and described on the attached Applicant Check List (DPLU #372). The Check List should be used to verify that an application is complete before it is submitted to the County. If the application is not complete, it may not be accepted for processing.

Pre-application conferences are available to assist the public. An hourly fee is charged, check with a planner for the current rates. A pre-application conference with a planner is often recommended when there appears to be issues which should be discussed with professional staff before a Tentative Map proposal is drawn in final form. Contact the Zoning Counter for more information.

When an application is ready for filing, the applicant must call (858) 565-5981 to set up an appointment to submit the application. The appointment system has proven to be very helpful in eliminating the need for an applicant to wait in line at the counter while other people are being helped.

Information concerning Replacement Maps, Revised Tentative Maps, Expired Tentative Maps and Time Extensions can be obtained from the Zoning Counter in person or by phone (858) 565-5981.

### **TENTATIVE MAPS FOR SUBDIVISION – APPLICANT CHECK LIST**

NOTE TO THE PUBLIC: Please use this checklist to determine whether your application is complete before you bring it in for filing. If your application is not complete or is affected by a County moratorium, it may not be accepted for processing. You will save yourself time and money if you make use of this checklist in preparing your Tentative Map submittal. Please be aware that filing requirements are subject to change.

#### **PART I: MORATORIA**

The County Code of Regulatory Ordinance prohibits acceptance of Tentative Maps for projects located in moratorium areas. Call Zoning/Subdivision Information (858) 565-5981 to determine whether it can be accepted for processing.

All required fees and deposits must be paid on submittal of application. Checks are made payable to the "County of San Diego." Two party checks are not acceptable.

**NOTE:** FEES ARE SUBJECT TO CHANGE. PLEASE CONSULT THE DEPARTMENT OF PLANNING AND LAND USE FOR CURRENT FEES.

## **PART II: DOCUMENTS**

You must include the following documents with your submittal at the time you file your Tentative Map application:

- ☐ **Discretionary Permit Application Form (DPLU #346).** Complete the front of this form. The back will be completed at time of submittal.
- ☐ **Environmental Documents.** (See Sec. 81.302 of County Code of Regulatory Ordinances.)
  - ☐ Four (4) completed copies of DPLU #367, Application for Environmental Initial Study (AEIS), USGS map with site marked and photos with directions marked.
  - OR**
  - ☐ Three (3) copies of a Draft Environmental Impact Report (EIR) and two copies of a letter requesting a waiver of the AEIS because a Draft EIR is being submitted.
  - OR**
  - ☐ If the Tentative Map is part of an ongoing project for which a Negative Declaration (ND) or an EIR has already been approved, two copies of a letter requesting a determination that the previously certified ND or EIR adequately covers the Tentative Map.
  - OR**
  - ☐ If the Tentative Map is a division of existing multiple family units into condominiums, it is categorically exempt from environmental review procedures pursuant to Section 15101 Class 1 (K) of the State Guidelines for implementation of the California Environmental Quality Act.
- ☐ **Slope Analysis.** Every Slope Analysis must be signed by a registered civil engineer, licensed land surveyor, architect or landscape architect. Refer to DPLU #151 and #374 for further information.
- ☐ **Resource Protection Ordinance.** A Resource Protection Ordinance Study is required to determine if sensitive lands are located on the property and whether the Resource Protection Regulations should be applied. Please refer to DPLU #374 and #394 for additional information.
- ☐ **Hillside Development Policy.** If the Department of Planning and Land Use Environmental Analysis finds that the Tentative Map meets any of the following criteria, it may be subject to the Hillside Development Policy. A slope analysis may be required to determine whether the Policy applies. (Refer to Board of Supervisors Policy I-73). A project is subject to the Policy when:
  - a. At least 25% of the land has a slope of 25% or more and there is a height differential of 50 feet within any of the 25% slope areas;

- b. In a project exceeding 400 acres, at least 100 acres (not necessarily contiguous) have slopes of at least 25% and there is a height differential of 50 feet within any area having a 25% slope; and
- c. Provided any lot is less than 40 acres or less than a quarter of a quarter-section in size.

☐ **Preliminary Drainage Study.** Please contact the Department of Public Works, Land Development Division, at (858) 694-3810 for further information about this requirement.

☐ **Evidence of Legal Parcel.** (DPLU #320) See Policy G-3. Top half must be completed and signed.

☐ **Preliminary Title Report.** All applications must include two (2) copies of the Preliminary Title Report not more than six months old.

☐ **Disclosure Statement.** (DPLU #305) Must be completed, signed and dated.

☐ **Associated requests** for Rezones, Major Use Permits, Variances, Boundary Adjustments, Specific Plans, etc. being filed concurrently

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(Planned Development Projects must be filed concurrently.)

☐ **School Service Letter(s).** (DPLU #399SC) Must be completed and signed by each school district (Elementary, Junior High and High School).

☐ **Sewer Service Letter.** (DPLU #399S) Must be completed and signed by the district or public agency which would provide sewer service for the project.

☐ **Water Service Letter.** (DPLU #399W) Must be completed and signed by the district or public agency which would provide water service for the project.

☐ **Fire Protection Service Letter.** (DPLU #399F) Must be completed and signed by the district or public agency which would provide fire protection service for the project.

☐ **Public Notice.** (DPLU #514, #515, #516, #524) This Department must notify all property owners within 300 feet of the land division and a minimum of 20 different property owners (Board Policy I-49). In order to complete the notification, the following must be submitted with the application (refer to DPLU #516 for detailed instructions):

☐ a. Separate sheets (11" x 17") of the San Diego County Assessor's Map(s) showing the entire property outlined in red with a green line encircling the property at a distance of 300 feet from the property line. Each parcel lying wholly or in part within the 300 feet shall have its number colored pencil. Assessor's maps must be 11" x 17" (full size) at true scale **and not reduced.**

☐ b. Typed list of all affected property owners (parcels highlighted in yellow above) by Assessor's Parcel Number with name and address. Minimum of

- 20 different property owners. (The addresses must be the property owner and not the lessee or renter.)
- ☐ c. One set of stamped and addressed (typed) plain (no letterhead) envelopes 4¼" x 9½" "business" size) for each property owner on the list. If a property owner has several parcels you need only submit one envelope. No enclosed business cards are allowed. The Department of Planning and Land Use will provide the return address at intake.
  - ☐ d. One set of gummed labels on 8½" x 11" sheets containing the names and addresses of all property owners. These labels are necessary for a possible appeal. The names on these labels must match the names on the typed list.
- ☐ **Completed Public Notice Certification.** (DPLU #514) This form, signed by the applicant, certifies that the names and addresses submitted with the Public Notice Package are from the latest adopted San Diego tax roll. You should be aware that if any of this information is incorrect, the processing may be delayed.
- ☐ **Supplemental Public Notice.** Board Policy I-49, Items 2 and 3, pertains to notification of apartment building and mobilehome park residents. Comply with the requirements listed in the Supplemental Public Notice Procedure (DPLU #298) and submit a completed Supplemental Public Notice Certification (DPLU #299).
- ☐ **Vicinity Map and Project Summary.** DPLU #524 must be completed and a vicinity map prepared according to the instruction form.
- ☐ **Condominium Conversions, additional requirements.** (See Sect. 66427.1 of the State Subdivision Map Act.) Refer to DPLU #312 for further information.
- ☐ a. Signed affidavit that notice requirements have been met.
  - ☐ b. Three sets of stamped and addressed envelopes for each apartment unit.
- ☐ **Acknowledgement of Filing Fees and Deposits** (DPLU #126)  
Applicant should sign the back half of the application to acknowledge that there may be additional deposits required after the initial deposit. This assists the County in seeking full recovery of the processing costs (Board of Supervisors Policy B-29).
- ☐ **Authorization Form for Pre-Scoping Meeting** (DPLU #176). The applicant must sign the request for a Pre-Scoping Meeting or the waiver of the Pre-Scoping Meeting.
- ☐ **Stormwater Management Plan.** Two (2) copies of a Stormwater Management Plan. (Refer to Stormwater Management Plan Requirements handout for further information.)

### **PART III: MAP**

The Tentative Map will not be accepted for processing if the map does not meet the following requirements:

- ☐ **Legible Drawings.** The map must be legible. Faded prints which are difficult to read or not possible to reproduce are not acceptable.
- ☐ **Sheet Size.** No larger than 36" x 48".
- ☐ **Copies of Map.** Thirty (30) black or blue line prints of the Tentative Map must be filed with DPLU. The Director may require additional prints. All black or blue line prints must be folded to a size not to exceed 8½" x 11", with the lower right hand corner exposed.
- ☐ **Title Block.** Map must be lettered at the top with the words "County of San Diego Tract" followed by a blank space at least three inches long and one inch high into which the Tentative Map number will be stamped by DPLU.
- ☐ **Area to be defined.** The area covered by the Tentative Map must show metes and bounds description, encompassing the lot of final map or parcel map, as applicable.
- ☐ **North point.** Map must show arrow pointing north.
- ☐ **Scale.** 1" x 100' or larger scale.
- ☐ **Vicinity Map.** Map must contain a small vicinity map clearly showing the location of the site, the nearest intersection to the site (name of streets), and the distance to the site from the intersection.
- ☐ **Department of Environmental Health approval.** If on septic and/or wells, the Tentative Map must bear a signed stamp of the Department of Environmental Health stating that the subdivider has filed with the Department of Environmental Health data, including percolation tests, which are required by the Department of Environmental Health for review of the Tentative Map.
- ☐ **Street Names Section approval.** Signed stamp of the Street Names Section of DEH indicating the Director's preliminary approval of the proposed street names.
- ☐ **Assessor's Book, Page and Parcel Number.**
- ☐ **Tax Rate Area.** Obtained from the County Tax Assessor's Office.
- ☐ **Legal description.** Sufficient legal description of the land to define the boundaries of the proposed tract.
- ☐ **Property owner(s)** name, address, telephone number and signature(s).
- ☐ **Subdivider(s)** name, address, telephone number and signature(s).
- ☐ **Name, address, telephone number and signature** of the person who prepared the Tentative Map and, if prepared by a registered civil engineer or a licensed surveyor, their registration number.
- ☐ **Acreage and lots.** Total gross and net acreage for the subdivision as a statement on the map.

- ☐ a. Gross and net acreage for each lot.
- ☐ b. Total number of lots proposed.
- ☐ c. Minimum lot size being created.
- ☐ **Zoning.** Existing and proposed zoning. (Zoning box with all designators.)
- ☐ **General Plan Regional Category.** Designations are shown on the Regional Land Use Element Map.
- ☐ **General Plan Land Use Designation.** Land use designations are shown on the applicable Community or Subregional Plan Map. If it is a Specific Plan, state the land use designation(s) of the Specific Plan and name the plan area. If it is more than one plan or zone category, categories should be delineated.
- ☐ **Community Plan or Subregional Plan.** Areas are shown on Regional Land Use Element Map or Community Plan Map.
- ☐ **General Plan Slope Analysis Table** (if applicable). Table showing average slope for each parcel of the map.
- ☐ **Special Assessment Act Statement.** A statement by the subdivider as to whether a request will be made to the Board of Supervisors for permission to initiate proceedings under a special assessment act for construction of any of the subdivision improvements. If such a request will be made, designate the improvements proposed to be constructed.
- ☐ **Park Land Dedication Statement.** A statement indicating how the subdivider intends to comply with the Park Land Dedication Ordinance.
- ☐ **Street Lights.** Location of all street lights proposed to be installed within the subdivision, or a statement indicating the intent of the developer to comply with the requirements specified in the County standards.
- ☐ **Vesting Tentative Map.** A Vesting Tentative Parcel Map (Sec. 81.1204) shall have printed conspicuously across its face the words "Vesting Tentative Map" (Sec. 81.1206a). Only residential developments are eligible for a Vesting Tentative Map. A Vesting Tentative Map also requires the filing of a complete Site Plan at the same time (Sec. 81.1205b).
- ☐ **Condominium Map Statement** (if applicable). Statement to read:  
 "This is a map of a condominium project as defined in Section 1350 of the State of California Civil Codes, the maximum number of dwelling units is \_\_\_\_\_".
- ☐ **Condominium conversions, additional requirements.** Show building footprint(s) with labeling of all structures, walkways, recreational facilities, driveways, parking places and trash areas. Indicate by table, the number of dwelling units by number of bedrooms (e.g., 4 studios, 6 one-bedroom, 6 two-bedroom). Number all condominium units in consecutive order.

- ☐ **Tentative Parcel Map Statement.** If a Tentative Map is submitted under the provisions of Section 66426 of the Subdivision Map Act for the purposes of filing a parcel map, that map must be titled with one of the following statements:
- ☐ "Tentative Map of Proposed Parcel Map submitted for approval pursuant to Section 66426(a) of the Subdivision Map Act, because this entire parcel has an area of less than five acres and each parcel has access to a maintained public street or highway."
- OR**
- ☐ "Tentative Map of Proposed Parcel Map submitted for approval pursuant to Section 66426(b) of the Subdivision Map Act, because all proposed parcels are over 20 (20) acres in area and have an approved access to a maintained public street."
- OR**
- ☐ "Tentative Map of Proposed Parcel Map submitted for approval pursuant to Section 66426(c) of the Subdivision Map Act, because the tract of land zoned for industrial or commercial development, each lot will have access to a public street or highway and the alignment and width have been approved by the Board of Supervisors."
- OR**
- ☐ "Tentative Map of Proposed Parcel Map submitted for approval pursuant to Section 66426(d) of the Subdivision Map Act, because all proposed parcels have a gross area of forty (40) acres or more, or each parcel is a quarter of a quarter section or larger."
- ☐ **Solar Access Statement.** A note must be placed on the Tentative Map stating:  
 "All lots within this subdivision have a minimum of 100 square feet of solar access for each future dwelling/commercial/industrial unit allowed by this subdivision (with the exception of parcel[s] \_\_\_\_\_)."  
 When parcels less than one area are proposed, the statement must be signed by a registered civil engineer or licensed land surveyor. A statement supporting the exception of any lot/parcel from solar access must also be signed by a registered engineer or land surveyor.
- ☐ **Topography.** Adequate topography within the proposed subdivision and 100 feet beyond the subdivision boundaries, together with a note indicating the source of the data used.
- ☐ **District.** Name of all districts which will provide services to the subdivision:
- ☐ **Sewer** (or on septic)
- ☐ **Water** (or wells)
- ☐ **Fire**
- ☐ **Schools** (Elementary, Junior, High)
- ☐ **Street Lighting**

- ☐ **Other** (as applicable)
- ☐ **Number of lots** in consecutive order including private streets and common lots.
- ☐ **Dimensions of all property lines** (the subdivision and the lots/parcels).
- ☐ **Acreage** (gross and net) of each lot.
- ☐ **Easements.** The widths and approximate locations of all existing and proposed easements, including rights-of-way, whether public or private, recorded or unrecorded.
- ☐ **Locations, name and existing widths** of all highways, streets or traveled ways within 100 feet of the exterior boundary of the proposed subdivision.
- ☐ **Widths, approximate grades and radii of curves** of all highways, streets or ways within the proposed subdivision. Indicate whether public or private streets.
- ☐ **Grading.** A grading plan must be filed with each Tentative Map showing grading for construction or installation of all improvements to serve the subdivision and feasible grading for the creation of building sites on each lot together with driveway access thereto.
- ☐ **Improvements.** Contact the Development Review Section of the Department of Public Works about possible improvements. Improvements are what a subdivider proposes to construct and install or a statement indicating the interest of the developer to comply with the requirements specified in the County Standards.

**Pad elevations.** Show where applicable.

- ☐ **Inundation and water courses.** Lines of inundation of all 100-year floodplains. Locations of all areas subject to inundation or storm water overflow (including storm drains) and the locations, widths and directions of flow of all water courses.
- ☐ **Existing buildings.** Show all existing buildings, traveled ways and streets on subject property and within 100 feet of the exterior boundaries thereof. Show and label building(s) to remain and to be removed. Show distances between buildings (existing and proposed) and property and easement lines.
- ☐ **Adjacent subdivisions.** Name and map number of any adjacent subdivisions and parcel maps. When possible, show the lot pattern of the adjacent subdivisions where it is contiguous with the Tentative Map.

#### **PART IV: APPLICABLE POLICIES AND ORDINANCES**

- ☐ Is this Tentative Map subject to the **Groundwater Ordinance** (number 7994)?
- ☐ Prior to approval of a Tentative Map that proposes to use groundwater (wells), the applicant shall show compliance with Article 3 of that ordinance.

- ☐ Is this Tentative Map subject to the **Hillside Development Policy**?
- ☐ If the project is subject to the Hillside Development Policy, additional information may be required to show compliance with the policy.
- ☐ **Flagging** (DPLU #382). A Tentative Map will not be considered for approval by the Planning Commission or the Planning and Environmental Review Board unless the subdivision is flagged, in accordance with instruction of the Department of Public Works, prior to the date upon which a field investigation is made. In the event that a subdivision is not flagged, the Commission or the Planning and Environmental Review Board will deny the Tentative Map unless the subdivider or his/her representative requests a deferral. Be sure to ask for flagging instructions and field check date at map submittal.